

WORD INTERMEDIATE

FOR LIFELONG LEARNERS



Cochise College
Center for Lifelong Learning

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Expectations

This class teaches intermediate Word 365/2019 skills. It includes hands-on activities and step-by-step instructions that show how to create complex and beautiful documents. By the end of the class, students will feel comfortable using skills like modifying page layout, creating columns, using text boxes, inserting and formatting tables, inserting and formatting images, and inserting hyperlinks. This class is a great extension to fundamental Microsoft Word skills. Note: this class covers Microsoft Word 2016, students using Word 365 will notice slight differences.


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MICROSOFT WORD: INTERMEDIATE

INTRODUCTION

Welcome to our Intermediate Word Skills class! As you continue your journey with Microsoft Word, this class is designed to delve deeper into the program's capabilities, enhancing both the functionality and appearance of your documents. We'll start by revisiting the basics of opening and saving documents, then swiftly move on to more advanced topics like page layout¹, managing tabs and indents, and mastering headers and footers. You'll also learn how to effectively use columns², text boxes³, and tables⁴ to organize content, apply and customize styles for consistent formatting, and add graphical elements like images to make your documents visually appealing. Furthermore, we'll explore the crucial aspects of citations⁵ and footnotes⁶, ensuring your work is both professional and academically sound. This course aims not only to broaden your Word skills but also to boost your confidence in handling complex document projects. Let's dive in and unlock the full potential of Microsoft Word together!

ACTIVITY 1: START WORD

1. Start *Word* then click **OPEN** on the left-side menu.
2. Click **BROWSE** and navigate to the *Student Files* folder.
3. Click **CHARLESTON02**.
4. Click **OPEN**.
5. Before making changes, save the document with a different name.
 - (a) Click **FILE** in the top menu.

- 1 **Page Layout:** Refers to the arrangement of text and graphics on a page. Includes margins, columns, and other formatting options.
- 2 **Columns:** Vertical blocks of text, used to format text in a newspaper-style layout.
- 3 **Text Boxes:** Rectangular boxes in a document where you can insert and format text separately from the main text body.
- 4 **Tables:** A grid of rows and columns used to organize data within a document.
- 5 **Citations and Bibliography:** Refers to the practice of acknowledging sources of information and ideas. Citations are brief notations in the text, while a bibliography is a list of sources at the end of the document.
- 6 **Footnotes/Endnotes:** Notes at the bottom of the page (footnotes) or at the end of a document (endnotes) used to comment on or cite sources for parts of the main text.

- (b) Click **SAVE AS** from the left-side menu.
 - (c) Navigate to the *Student Files* folder.
 - (d) Change the file name to *Charleston-Intermediate*.
 - (e) Click **SAVE**.
7. If line numbers are not already on, complete these steps.
- (a) Click **LAYOUT → PAGE SETUP → LINE NUMBERS**.
 - (b) Choose **CONTINUOUS** to have line numbers on every line.

Now, you're all set to explore the intermediate features of *Microsoft Word*.

PAGE FORMATTING

Word includes several page layout functions that are often used to set up a page for printing. Think of the page layout like a picture frame. Just as a frame can make a picture look more appealing by providing the right borders and space, page layout in Word helps frame your text and images, making your document look more professional.

MARGINS⁷

ACTIVITY 2: MARGINS

1. Press **CTRL** + **HOME** to go to the start of the document.
2. Click **LAYOUT → PAGE SETUP → MARGINS**.
3. Click **NARROW** and notice the margin changes.
4. Click **MODERATE** to observe the subtle shift in margins.
5. Click **WIDE** and see how the margins open up.
6. Now, click **MIRRORED**. The left margin on page one and the right margin on page two become slightly wider. This is perfect for creating book-ready documents.
7. Click **NORMAL** to return to the default margin setting.
8. At the bottom of the panel, the *Custom Margins* option lets you set unique margins in case the standard ones are not enough.

Now, you're ready to craft documents that not only look good but also serve their purpose flawlessly.

⁷ **Margins:** The blank spaces around the edges of a page. Margins can be adjusted for different visual effects or for printing requirements.

TABS AND INDENTS⁸

Using tabs and indents in Word is like setting up guidelines for a painting. They help you align your text (like brush strokes) neatly, creating a visually pleasing and organized document.

ACTIVITY 3: INTRODUCTION TO TABS AND INDENTS

1. Click anywhere on *Line 17* and then tap **HOME**.
2. Tap **TAB** and the first line of the paragraph is indented. There are two common ways to signal the start of a new paragraph: indenting the first line or leaving a space between paragraphs. Fiction authors often use indentation while non-fiction authors prefer spacing.
3. Tap **BACKSPACE** to remove that first-line indentation.
4. Click **HOME → PARAGRAPH → INCREASE INDENT**.
5. Click **HOME → PARAGRAPH → DECREASE INDENT**.

Now you know how to use tabs and indents to make your document easier to read.

ACTIVITY 4: THE TAB RULER

1. Click on *Line 24* and tap **END**.
2. Now, tap **ENTER**.
3. Type *Tab Test 1.0*. We'll use this text to test various types of tabs.
4. Tap **HOME** to bring your cursor back to the start of the line.
5. Tap **TAB** once or twice and watch as your paragraph indents.
6. If the ruler is not visible at the top of the document, click **VIEW → SHOW → RULER**.
7. To set a tab, click-and-hold the left mouse button in the gray area at the bottom of the tab bar. Your cursor will transform into an "L" (indicating a left tab). While still holding the tab marker, slide it left or right until it hits the 2-inch mark, then release the mouse.
8. Notice that the text aligns itself at the 2-inch tab.
9. Click and drag the tab mark to the 3-inch position and the text will follow.
10. To remove a tab, click and drag the tab mark down until it vanishes from the tab bar.

8 **Tabs and Indents:** Features used to align text in a document. Tabs move the cursor to a set position, while indents shift the text away from the margin.

TAB TYPES IN MICROSOFT WORD: A WORLD OF ALIGNMENT OPTIONS

There are many types of tabs, and each has its own way to align text.

Left Tab: The left tab aligns the left edge of your text to the tab marker, ensuring a clean and organized appearance.

Center Tab: The center tab centers your text on the tab marker for a balanced look.

Right Tab: The right tab aligns the right edge of your text to the tab marker, creating a neat and tidy appearance.

Decimal Tab: For numbers with decimals (think dollars and cents), the decimal tab aligns the decimal point with the tab marker.

Bar Tab: The bar tab sets the location of vertical bars between text columns, giving your document a stylish and organized feel.

First Line Indent: The first line indent tab sets the size of the indent for the first line.

Hanging Indent: This tab sets the location of the first line hanging indent.

ACTIVITY 5: TAB TYPES

1. Click the tab setting button until you've selected the **CENTER TAB**.
2. Now, click on the 3-inch mark on the tab bar to set a Center Tab. Notice how the text is centered on that tab.
3. Click and drag the center tab down off of the tab bar.
4. Click the tab setting button until you've chosen the **RIGHT TAB**.
5. Click on the 3-inch mark on the tab bar to set a Right Tab. Notice how the right edge of the text aligns with that tab.
6. Click and drag the right tab down off of the tab bar.
7. Click the tab setting button until you've chosen the **DECIMAL TAB**.
8. Click on the 3-inch mark on the tab bar to set a Decimal Tab. Notice how the decimal point in *1.0* aligns with that tab.
9. Click and drag the decimal tab down off of the tab bar.
10. Click the tab setting button to return to the left tab, then triple-click *Line 25* and tap **DELETE** to remove the line from your document.

ACTIVITY 6: PARAGRAPH INDENTS

1. Click anywhere in *Line 17*.

2. Click and drag the **INDENT** slider (the square slider on the bottom of the tab bar) to the 1-inch mark.
3. Click and drag the **FIRST LINE INDENT** to the 1.5-inch mark.
4. Click and drag the **FIRST LINE INDENT** to the 0.5-inch mark.
5. Click and drag all the indent marks to 0 inches.

HEADERS AND FOOTERS⁹

Headers and Footers in a document are like the hat and shoes of an outfit. They add the finishing touches to your document, framing it nicely and providing useful information like page numbers and titles, both at the top (header) and bottom (footer).

ACTIVITY 7: HEADERS AND FOOTERS

1. Press **CTRL** + **HOME** to return to the beginning of the document.
2. Click **INSERT** → **HEADER & FOOTER** → **HEADER** → **EDIT HEADER**.
3. Headers and Footers have three tabbed areas by default: left, center, and right.
4. Type *About Charleston* in the left header area.
5. Tap **TAB** to move to the center of the header.
6. Tap **TAB** one more time and move to the right margin.
7. Click **HEADER & FOOTER** → **PAGE NUMBER** → **CURRENT POSITION** → **ACCENT BAR 2**.
8. Click **HEADER & FOOTER** → **NAVIGATION** → **GO TO FOOTER**.
9. Tap **TAB** two times.
10. Type *Date Prepared: .* Don't forget to include a space after that colon!
11. Click **HEADER & FOOTER** → **INSERT** → **DATE & TIME**. Choose the third format, it looks like *February 27, 2024*.
12. Uncheck *Update Automatically* to freeze the date in time.
13. Click **OK** when you're ready.
14. Click **HEADER & FOOTER** → **CLOSE** → **CLOSE HEADER AND FOOTER**.

Headers and footers are like the top and bottom buns of a burger – they hold everything together, but nobody ever wants just the buns.

COLUMN OPERATIONS

- 9 **Headers and Footers:** Sections at the top and bottom of each page used for repeated information, like page numbers, document title, or author name.

ACTIVITY 8: COLUMNS

1. Triple-click anywhere on *Line 17*.
2. Click **Layout** → **Page Setup** → **Columns** → **Two**.
3. Click **Layout** → **Page Setup** → **Columns** → **More Columns**.
4. Click the **LINE BETWEEN** checkbox to place a line between the columns.
5. Click **Ok**.
6. Press **CTRL** + **Z** two times.

USING TEXT BOXES

Text boxes in Word are like sticky notes on a bulletin board. You can place them anywhere and they stand out from the rest of the text, perfect for highlighting important information or adding side notes.

ACTIVITY 9: TEXT BOXES

1. Click anywhere in *Line 25*, and then tap **HOME**.
2. Click **INSERT** → **TEXT** → **TEXT BOX** → **AUSTIN QUOTE**.
3. Type this sentence:
Charleston was the center of activity for this part of Cochise County.
4. With your quote box selected (the grab handles are visible), click and drag the right handle to the left until *for this part of Cochise County* moves down to the second line.
5. With the text box still selected, click **SHAPE FORMAT** → **ARRANGE** → **POSITION**.
6. Click **MORE LAYOUT OPTIONS**.
7. Pick **HORIZONTAL** → **ALIGNMENT** → **CENTERED**.
8. Set **VERTICAL** → **ABSOLUTE POSITION** to 0" below the paragraph.
9. Click **OK**.

TABLES

A table in Word is like a shelf in a pantry. It helps you organize your information (like groceries) into neat rows and columns, making it easier to find what you need at a glance.

ACTIVITY 10: CREATE A SIMPLE TABLE

1. Click anywhere in *Line 33* and tap **HOME**.
2. Click **INSERT** → **TABLE**.

Creating a table in Word is easy. It's the dinner conversation you put on it that's hard!

3. Select a **2X2 TABLE**.
4. Type any text you want in those four cells.
5. Now, let's delete this table.
 - A) Click anywhere inside the table.
 - B) Click the table selector at the top-left corner.
 - C) Click **DELETE → DELETE TABLE** in the pop-up menu.

ACTIVITY 11: TEXT TO TABLE

1. Click anywhere in *Line 40* and tap **HOME**.
2. Drag your cursor to select everything to the end of *Line 45*. Note, do not include *Line 46*.
3. Click **HOME → PARAGRAPH → LINE AND PARAGRAPH SPACING** and set it to **1.0**.
4. Click anywhere in *Line 40* and tap **HOME**.
5. Drag your cursor to select everything to the end of *Line 46*.
6. Click **INSERT → TABLE → CONVERT TEXT TO TABLE**.
7. When the *Convert Text to Table* dialog box appears, click **OK**.

ACTIVITY 12: FORMAT A TABLE

1. Click anywhere in the first line of the table, just below *Line 39*.
2. Click **TABLE LAYOUT → ROWS & COLUMNS → INSERT ABOVE**.
3. Enter *Date* in the first empty cell and *Event* in the other.
4. Click in the first cell (*Date*), then **TABLE LAYOUT → CELL SIZE → WIDTH**. Enter **1.5**.
5. Click in the second cell (*Event*), then enter **4.0** for this cell width.
6. Click **TABLE DESIGN → TABLE STYLES → DOWN ARROW**. Select **GRID TABLE 4 ACCENT 3**.
7. Click **TABLE LAYOUT → TABLE → PROPERTIES**.
8. In the *Table* tab, click **CENTER ALIGNMENT**.
9. Click **OK**.
10. Save the document.

STYLES

Using styles in Word is like having a wardrobe of outfits for your text. Just like you pick an outfit based on the occasion, you can choose a style to give your text the right look for the right situation.

ACTIVITY 13: APPLY A DEFAULT TEXT STYLE

1. On *Line 6*, find and select the phrase *Tombstone Mill and Mining Company*.
2. Click **HOME** → **STYLES** → **STRONG**.

ACTIVITY 14: CREATE A NEW TEXT STYLE

1. On *Line 6*, find and select the phrase *Tombstone Mill and Mining Company*.
2. Click **HOME** → **STYLES** → **OPTION**.
3. Click **NEW STYLE** at the bottom of the Styles panel.
4. Define this style in the *New Style* dialog box.
 - A) **Name:** *Mill*.
 - B) **Style Type:** **CHARACTER**.
 - C) **Style Based On:** **DEFAULT PARAGRAPH FONT**.
 - D) **Click Bold:** make the character bold font.
 - E) **Font Color:** **GRAY** → **TEXT 2, DARKER 25%**.
 - F) **Add to the Styles Gallery:** Click this option.
 - G) **Only in this document:** Click this option.
 - H) **Format Button:** Click for more options.
 - I) **Font Changes:** In the *Font* dialog box, click **SMALL CAPS**.
 - J) **Finishing:** Click **OK** two time.
 - K) Click the **X** in the top right corner of the *Manage Style* dialog box.
5. The phrase *Tombstone Mill and Mining Company* is now styled with the new *Mill* character style.
6. On *Line 12*, click and select *Corbin Mill and Mining Company*.
7. Click **HOME** → **STYLES** → **MILL**.

ACTIVITY 15: MODIFY A TEXT STYLE

1. Click anywhere in *Line 6* and tap **HOME**.

2. Click **STYLES → OPTION**.
3. At the bottom of the *Styles* panel, click the third button, labeled **MANAGE STYLES**.
4. In the *Manage Styles* dialog box, click **MILL**.
5. Click **MODIFY**.
6. Make this change in the *Manage Style* dialog box.
 - (a) **Font Color**: Choose **BROWN, ACCENT 4, DARKER 25%**.
7. Click **OK** two times.
8. Click the **X** in the top right corner of the *Manage Style* dialog box.
9. Save the document.

GRAPHICS

Adding visual elements like pictures can enhance the appeal and utility of a Word document, and make them pretty.

DROP CAP¹⁰

Drop caps are a decorative and attention-grabbing feature often used at the beginning of a new chapter or significant section of a text. They add a touch of elegance and visual interest, making the text more appealing and helping readers navigate through the document.

ACTIVITY 16: DROP CAPS

1. Click anywhere in *Line 2* and tap **HOME**.
2. Click **INSERT → TEXT → DROP CAP**.
3. Choose **IN MARGIN**.
4. After creating that drop cap, you decide it doesn't look good. Press **CTRL** + **Z** to get rid of it.

INSERT AN IMAGE

ACTIVITY 17: INSERT AN IMAGE

1. Click anywhere in *Line 91* and tap **END**.
2. Tap **ENTER** to insert an empty paragraph.

¹⁰ **Drop Caps**: A large capital letter at the beginning of a paragraph or section, used for decorative purposes.

3. Click **INSERT** → **ILLUSTRATIONS** → **PICTURES** → **THIS DEVICE**.
4. Locate the *Student Files* folder and select **CHARLESTON-MAP**, then click **INSERT**.
5. Click the image then format it with these settings.
 - A) Click the **PICTURE FORMAT** tab on the menu bar.
 - B) Set the *Width* to 4.0. The height will automatically adjust to keep the same ratio.
 - C) Click **ARRANGE** → **ROTATE** → **ROTATE RIGHT 90°**.
 - D) Click **ARRANGE** → **WRAP TEXT** → **TOP AND BOTTOM**.
 - E) Click **ARRANGE** → **ALIGN** → **ALIGN CENTER**.
 - F) Click **PICTURE STYLES** → **PICTURE BORDER** and select **BLACK**.
6. Explore other settings under Picture Format to fine-tune the map's display.

CITATIONS

Imagine you and your friends are at the beach, and you decide to build an amazing sandcastle together. Each of you brings different types of sand, buckets, and shovels to contribute to this fantastic creation. As you build, you notice that some of your friends' contributions are crucial – one brought super-fine sand for the intricate details, another had a special tool for carving, and yet another shared unique seashells for decoration.

Now, when your sandcastle is complete, you want to show appreciation to your friends for their valuable contributions. You decide to place small flags with their names next to the parts of the sandcastle that they helped create. This way, anyone who comes to admire your sandcastle knows who played a part in its construction.

Citing sources in your report works in a similar way. When you use information, ideas, or words from books, articles, or websites in your work, you need to give credit to the authors or creators. This not only shows respect for their intellectual contributions but also allows your readers to trace back and explore the original sources if they want to learn more or verify your information.

Just like those flags on your sandcastle help everyone appreciate the teamwork that went into it, citing sources in your report acknowledges the collaborative effort of the intellectual community and makes your work more credible and trustworthy. So, remember to choose the right citation style (like APA or Chicago) and insert citations and a bibliography to ensure your report stands strong, just like your sandcastle on the beach.

ACTIVITY 18: CHOOSE A CITATION STYLE

1. Press **CTRL** + **HOME** to return to the beginning of the document.
2. Click **References**.
3. Click **REFERENCES → CITATIONS & BIBLIOGRAPHY → STYLE**.
4. Choose **APA (AMERICAN PSYCHOLOGICAL ASSOCIATION)**.

ACTIVITY 19: CREATE A CITATION

1. Click anywhere in *Line 3* and tap **END**.
2. Click **REFERENCES → CITATIONS & BIBLIOGRAPHY → INSERT CITATION**.
3. Click **ADD NEW SOURCE**.
4. Select **JOURNAL ARTICLE**.
 - A) Author: Click **EDIT** to add new authors.
 - 1) Enter *Fulton - Richard - W.* as the first author and click **ADD**.

- 2) Enter Bahre - Conrad - J. as the second author and click **ADD**.
- B) Click **OK**.
- C) Title: Charleston, Arizona: A Documentary Reconstruction.
- D) Journal: Arizona and the West.
- E) Year: 1967.
- F) Pages: 41-64.
- G) Special: Ful67 (this is the default and should not need to be changed).
- H) Click **OK**.

ACTIVITY 20: INSERT A BIBLIOGRAPHY

1. Anchor the Image

- A) Press **CTRL** + **END**.
- B) Click the Charleston map and notice the anchor icon on *Line 92*. Click and grab the anchor and move it to *Line 91*.

2. Create Space

- A) Click in *Line 92*.
- B) Click **LAYOUT** → **PAGE SETUP** → **BREAKS** → **PAGE**.

3. Insert the Bibliography

- A) Click in *Line 93*.
- B) Click **REFERENCES** → **CITATIONS & BIBLIOGRAPHY** → **BIBLIOGRAPHY** → **BIBLIOGRAPHY**.

ACTIVITY 21: CHANGE THE CITATION STYLE

1. Click **REFERENCES** → **CITATIONS & BIBLIOGRAPHY** - > **STYLE DROP-DOWN ARROW**.
2. Choose **CHICAGO**.
3. Select other styles from the drop-down menu and notice how the bibliography changes.
4. Select **APA** the style for this report.

ACTIVITY 22: EDIT A BIBLIOGRAPHY ENTRY

1. Click **REFERENCES** → **CITATIONS & BIBLIOGRAPHY** → **MANAGE SOURCES**.

2. On the left, you'll find the *Master List*. Think of it as a library filled with references from all the documents on your computer.
3. On the right is the *Current List*. These are the sources you've added to the current document.
4. To make changes to a source, click it in the *Current List*.
5. Click **EDIT**.
6. When you have made your changes, click **OK**.
7. Click **CLOSE**.
8. Click on the bibliography
9. Click **UPDATE CITATIONS AND BIBLIOGRAPHY**.

FOOTNOTES

ACTIVITY 23: INSERT A FOOTNOTE

- A) Click before the period at the end of the sentence in *Line 18*, "...nine miles west of Tombstone."
- B) Click **REFERENCES → FOOTNOTES → INSERT FOOTNOTE**.
- C) In the footnote area at the bottom of the page, enter: *There is nothing remaining of the Millville site today.*

ENDNOTES

ACTIVITY 24: FOOTNOTES VS. ENDNOTES

1. Click in *Line 18* then tap **HOME**.
2. Click **REFERENCES → FOOTNOTES → OPTION**.
3. Click **CONVERT ALL FOOTNOTES TO ENDNOTES**, then click **OK**.
4. Click **OK** a second time.
5. Press **CTRL** + **Z** to revert the endnote back to a footnote.

FINISHING UP

ACTIVITY 25: SAVE AND CLOSE THE DOCUMENT

1. Click **FILE** in the top menu.
2. Click **SAVE** on the left-side menu.
3. Click **FILE** in the top menu.
4. Click **CLOSE** on the left-side menu.
5. Click the **X** in the top right corner of the *Word* window to close the program.

SUMMARY

Congratulations on completing our Intermediate Word Skills class! You've gained invaluable skills, from mastering page layouts to incorporating text boxes, tables, and images, which will significantly enhance the quality and effectiveness of your documents. As you continue to apply these newfound abilities, remember that there's still more to explore. Our upcoming Advanced Word class will take your skills even further. You'll learn how to use templates for streamlined document creation, apply engaging text effects, insert watermarks and icons for added professionalism, use citations effectively, and seamlessly link your documents with other Microsoft Office applications. This advanced course is your gateway to becoming a Word expert, and we encourage you to join us on this exciting journey to unlock the full potential of your document creation skills.

APPENDIX A: HELPFUL TIPS

1. **Quick Save:** Press **CTRL** + **S** to save your document instantly. Make it a habit to save your work regularly to avoid losing any changes.
2. **Navigation Shortcuts:** Press **CTRL** then tap the arrow keys to move the cursor quickly through your document, jumping by word or paragraph.
3. **Selecting Text:** Double-click a word to select it, triple-click to select a paragraph, or press **SHIFT** and use the arrow keys for precise text selection.
4. **Undo and Redo:** Don't be afraid to make mistakes; press **CTRL** + **Z** to undo, and **CTRL** + **Y** to redo your actions.
5. **Find and Replace:** Press **CTRL** + **F** to open the *Find* dialog and **CTRL** + **H** for *Find and Replace*. Handy for locating specific words or phrases and making global changes.
6. **Format Painter:** Use the *Format Painter* tool (press **CTRL** + **SHIFT** + **C** to copy formatting, **CTRL** + **SHIFT** + **V** to paste) to quickly apply formatting from one part of your document to another.
7. **Headers and Footers:** Double-click the top or bottom of the page to access headers and footers for page numbering, document titles, and more.
8. **AutoCorrect:** Customize *AutoCorrect* (**FILE** → **OPTIONS** → **PROOFING** → **AUTOCORRECT OPTIONS**) to automatically correct common typos and expand abbreviations.
9. **Paragraph Spacing:** Adjust paragraph spacing easily by selecting your text and using the **HOME** → **LINE SPACING**. Choose options like *1.0*, *1.15*, or *Double* to improve document readability and formatting. Experiment with these settings to find the best fit for your specific document style.
10. **Styles and Templates:** Explore built-in styles (**HOME** → **STYLES**) and templates to give your documents a consistent and professional look. Customize them to match your needs.